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TRAINING
1960

DRAFT B

TRAINING AT NON-CIA FACILITIES UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT

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Revisions: (1) [REDACTED] dated 1 December 1953
(2) [REDACTED] dated 14 July 1953

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1. GENERAL

Agency-sponsored training of CIA employees is authorized under the Government Employees Training Act of 1958 * * * when considered necessary and desirable in the public interest to supplement self-education, self-improvement, and self-training. The act provides that, insofar as practicable, such training be accomplished by, in, and through CIA facilities. The act authorizes the Agency, to the extent necessary and appropriate, to use other Government training facilities and to enter into agreements or make other appropriate arrangements for the training of employees by, in, or through non-Government facilities. By Executive Order 10805 (18 February 1959) CIA was excepted from supervision and control by the Civil Service Commission and from certain other administrative requirements of the act.

2. POLICY

Training at non-CIA facilities under provisions of this regulation may normally be provided only for those individuals:

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a. Who are civilian staff employees, staff agents, career agents, contract employees, or other civilian career employees of the Agency;

(b. Who, at the time of selection for training, hold headquarters or assignments,) (TO BE DELETED - AT REQUEST OF DDI - PER) 25X1A9a

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- c. Who are qualified to meet the entrance requirements of the institution or training facility involved, and the objectives of the proposed training;
- d. Whose proposed training will benefit the Agency either by increasing capabilities to perform a current duty assignment effectively or by preparation for projected duty assignments requiring additional skills or responsibilities;
- e. Whose use within the Agency upon completion of training has been determined by the Career Service concerned; and
- f. Whose attendance will not endanger sensitive liaison, operations, or cover with which the individual has previously been associated.

3. RESPONSIBILITIES

a. Operating Officials shall:

- (1) Endorse requests for training at non-CIA facilities for personnel of their offices.
- (2) Determine, with the advice and assistance of the Chief, Central Cover Division, the requirements for cover.

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b. Heads of Career Services shall:

Review and endorse requests for designees of their respective Career Services to be trained at non-CIA facilities.

* * *

c. The Director of Training shall:

- (1) Designate, with the concurrence of the Director of Security, non-CIA facilities suitable for Agency use in specified fields of training.
- (2) Approve or disapprove all requests for training of personnel at non-CIA facilities which have been endorsed by an Operating Official, or his designee, and by the Head of the Career Service concerned. Approval must precede actual enrollment.
- (3) Provide for participation of Agency personnel, selected by the Director of Central Intelligence, in training programs at senior officer colleges.
- (4) Set the administrative requirements for Agency personnel in approved courses or programs after obtaining security clearance for individuals under consideration.

* * *

- (5) Budget and provide funds necessary to meet the cost of training at non-CIA facilities, with the exception of salaries.

d. The Chief, Central Cover Division, shall:

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- (1) Provide for cover as required and approve all cover aspects of the external training program.
 - (2) Brief employees concerned on the use of approved cover.
- e. The CIA Career Council shall:
- (1) Review the qualifications of candidates nominated by the Deputy Directors for attendance at senior officer colleges.
 - (2) Recommend for the Director's approval the selection of principal and alternate candidates for each of the available spaces at these colleges.
- f. Agency personnel selected for training under the provisions of this regulation shall:
- (1) Comply with the administrative, security, and cover measures established for the particular program. Depending on the nature, duration, and cost to the Agency of training when non-Government facilities are involved, employees selected may be required to enter into a written agreement to continue in service with the Agency for a stipulated period of time.
 - (2) Normally be required to attend on a full-credit basis.
 - (3) Submit such reports and materials related to the training programs as the Director of Training may request.
 - (4) Inform the Director of Training of any contribution, award, or payment, in cash or in kind, tendered by an outside source to cover expenses incident to training at a non-Government facility.

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4. PROCEDURES

- a. Applications for external training shall be submitted on Form 136, Request for Training at non-CIA Facility. Essential instructions for completing and routing the application are incorporated in the form. Exception to this requirement is authorized only for selection of Agency representatives to attend senior officer colleges, in which case procedures developed by the CIA Career Council shall be followed.
- b. Training requests that involve cover considerations shall be forwarded to the Chief, Central Cover Division, for review and appropriate action before being transmitted to the Director of Training.
- c. Operating Officials shall submit annually, before 15 March, to the Director of Training a statement of estimated requirements for the training of their personnel at non-CIA facilities during the next fiscal year.
- d. Information relating to external training programs of special interest will be announced from time to time by the Office of Training.

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(Job #1213-B-20)

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Approved For Release 2001/07/30 : CIA-RDP78-06365A000100050039-5

ROUTING AND RECORD SHEET

SUBJECT: (Optional) **Proposed Revision of [REDACTED] Training at Non-CIA Facilities Under the Government Employees Training Act (Job #1213-B-88)**

FROM: **Executive Assistant to the Deputy Director (Support)**

NO. **1560-0297**
DATE **2 MAR 1959**

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. **Chief, OPSER, DD/P**
ATTN: [REDACTED]
214 Curie Hall

1. Please let us know whether you have any comments on the attached proposal.

Undersecoring and asterisks indicate additions and deletions made in Draft A, sent for coordination on 7 May 1959, including those made in accordance with my conversation with [REDACTED]

Please note that the proposal has been downgraded to Confidential.

O-DD/S:SG:ngm

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